

**NEW JERSEY STATE PAROLE BOARD
PROCEDURES FOR INTERNAL COMPLAINTS ALLEGING
DISCRIMINATION, HARASSMENT OR
HOSTILE ENVIRONMENTS IN THE WORKPLACE**

CHAIRMAN: Mario A. Paparozzi, Ph.D.

DATE: January 2, 2002

1. All employees have the right and are encouraged to immediately report suspected violations of the State of New Jersey Parole Board's Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace.
2. Employees can report incidents of discrimination to either Yolanda Muse or Carla Marrow-Shabazz, the agency's EEO/AA Officers. Employers may also report such incidents to Executive Director Kenneth Connolly, Deputy Executive Director George Yefchak, or any other supervisory staff within the State Parole Board.
3. Employees should make every effort to report complaints promptly. Delays in reporting may not only hinder a proper investigation, but may also unnecessarily subject the victim to continued unlawful conduct.
4. Supervisory employees should immediately report all alleged violations of the Board's Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace, whether reported to an employee or observed directly, to Yolanda Muse or Carla Marrow-Shabazz, the agency's EEO/AA Officers.
5. If reporting a complaint to any of the persons set forth above presents a conflict of interest, it may be filed directly with the Department of Personnel, Division of EEO/AA, PO Box 315, Trenton, NJ 08625. An example of such a conflict would be where the individual against whom the complaint is made is involved in the intake, investigative or decision making process.
6. While not mandatory, in order to facilitate a prompt, thorough and impartial investigation, all complainants should fill out a Discrimination Complaint Processing Form (Attached).
7. During the initial intake of a complaint, the EEO/AA Officer or authorized designee will obtain information regarding the workplace discrimination, harassment or hostile environment complaint, and determine if intermediate protective measures are necessary to prevent continued violations of the State's Policy Prohibiting Discrimination, Harassment, and Hostile Environments in the Workplace.
8. At the EEO/AA Officer's direction, when necessary, a prompt, thorough, and impartial investigation into the alleged harassment or discrimination will take place.

9. An investigatory report will be prepared by the EEO/AA Officer or authorized designee when the investigation is completed. The report will include: (a) a summary of the complaint; (b) summary of the facts developed through the investigation and (c) an analysis of the allegations and the facts. The investigatory report will be submitted to Executive Director Kenneth Connolly who will issue a final determination.
10. Kenneth Connolly will review the investigatory report issued by the EEO/AA Officer or authorized designee, and make a determination as to whether the allegation of the violation of the State Parole Board's and/or State of New Jersey's Policy Prohibiting Discrimination, Harassment, and Hostile Environments in the Workplace has been sustained. If a violation has occurred, the Chairman and/or Executive Director Kenneth Connolly will determine the appropriate corrective measures necessary to immediately remedy the violation.
11. Executive Director Kenneth Connolly will issue a final letter of determination to all parties containing the results of the investigation. The Division of EEO/AA, Department of Personnel shall be furnished with a copy of the final letter of determination.
12. If the complainant disagrees with the determination of the State Parole Board, he/she may submit a written appeal within twenty days of the receipt of the letter of determination from the State Parole Board, to the Merit System Board, PO Box 312, Trenton, NJ 08625. The appeal should contain a concise explanation of the disagreement. Regulations governing the appeal process are set forth at N.J.A.C.4A:7-3.2
13. Confidentiality, to the extent practical and appropriate under the circumstances, will be maintained throughout all phases of the intake, investigation and remediation process. Any breach of confidentiality by any party involved in this procedure may be considered an act of obstruction, and may subject that employee to disciplinary action.
14. Any employee can file directly with external agencies that investigate discrimination/harassment charges or their collective negotiation representative. The time frames for filing complaints with external agencies indicated below are provided for informational purposes only. You should contact the specific agency to obtain exact time frames. The deadlines run from the last date of unlawful harassment or discrimination, not from the date that the internal workplace discrimination/harassment complaint to the employer is resolved.